

# **ATTACHMENT XII: Sample PS11-1113 Application Table of Contents**

## **Table of Contents**

Cover Letter . . . . .	XX
Table of Contents. . . . .	XX
Application Form. . . . .	XX
Project Abstract . . . . .	XX
Documentation of Eligibility . . . . .	XX
Project Narrative. . . . .	XX
Appendix A: Proof of Eligibility. . . . .	XX
• 501(c)(3) status –Copy of the Federal Internal Revenue Service Certificate . . . . .	XX
Appendix B: Proposed Target Population Worksheet . . . . .	XX
• Proposed Target Population Worksheet . . . . .	XX
• Historical Data Table . . . . .	XX
Appendix C: Implementation plan(s) . . . . .	XX
• Implementation plan for each program model proposed. . . . .	XX
• CDC form - 0.1113: Assurance of Compliance Form . . . . .	XX
Appendix D: Required CTRS Documentation. . . . .	XX
• Health Department Letter. . . . .	XX
• Letter of intent from a physician for HIV testing activities . . . . .	XX
• Letter of support from laboratory or CLIA Certificate of Waiver . . . . .	XX
Appendix E: Information and Data Security Requirements	
• Memorandum of Understanding (MOU) with CDC for Data Systems . . . . .	XX
• Confidentiality Agreement . . . . .	XX
Appendix F: Other Documentation (List all additional items separately) . . . . .	XX
• PS memorandum of agreement (MOA) with health department . . . . .	XX
• Resumes . . . . .	XX
• Proof of Service, Location, and History. . . . .	XX
• Three Letters of Support. . . . .	XX
• Attest to Original Development . . . . .	XX
• Locally Developed Intervention Program Materials . . . . .	XX
• Statement on YMSM of color or YTG of Color Agency Involvement & MOA . . . . .	XX
• Applicants Organizational Charts . . . . .	XX
• Additional Letters of Support (not to exceed 10 pages) . . . . .	XX

• Other Attachment Forms and Documentation . . . . .	XX
Appendix G: Budget and Budget Justification . . . . .	XX
• Detailed line item budget . . . . .	XX
• Budget justification . . . . .	XX
• Standard form 424A. . . . .	XX